

R&T - K

*Documentation Guidelines Chart*

# Texas Council for Developmental Disabilities

## Documentation Guidelines Chart

Project Specific Costs	Documentation
<b>Personal Services:</b>	Personnel Activity Reports, Payroll records, Fringe Benefit schedules.
<b>Travel:</b>	Travel log or voucher, related receipts. Relation to project objectives. (See section II. Financial Guidelines and Regulations, Documentation, Travel.)
<b>Purchased Services:</b>	Project specific consultant contract or agreement. Log of services rendered, hours spent or products provided receipts and related invoices.
<ul style="list-style-type: none"> <li>• Printing</li> <li>• Postage</li> </ul>	Photocopy log, vendor invoice.  Postal log.
<b>Property/Materials:</b>	
<ul style="list-style-type: none"> <li>• Capital Outlay</li> <li>• Supplies/Materials</li> <li>• Rental &amp; Leasing:</li> <li>• Equipment Rental</li> <li>• Occupancy</li> <li>• Meeting Room</li> <li>• Space</li> </ul>	Vendors invoices and relation to the project  Vendors invoices and relation to the project.  Rental Agreement.  Rental/Lease Agreement.  Rental Agreement
<b>Utilities:</b>	
<ul style="list-style-type: none"> <li>• Electricity, Gas, Water</li> <li>• Telephone</li> </ul>	Utility statements.  Line charges and long distance bills with notation showing relevance to project.

*Partially allocable costs must have a documented allocation plan.*